

# NOTICE OF MEETING

## Amenities Committee

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7.45pm on Tuesday 11 June 2019 at Parish Council Office

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To Councillors

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Dr Barnard, Mrs Collings, Ms Dulieu, Mrs Gill and Ms K Jones

**You are summoned to attend the meeting of Amenities Committee on Tuesday 11 June 2019 at 7.45pm**

Any apologies for absence should be communicated to the Clerk ahead of the meeting.



**Jason Mawer**

Clerk to the Council

# AGENDA

## Meeting of Amenities Committee

7.45pm on Tuesday 11 June 2019 at Parish Council Office

Sound recording, photography, filming and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting.

<b>No.</b>	<b>Item</b>	<b>Page</b>
001.	<b>Election of Chairman</b>	3
002.	<b>Apologies for absence</b>	
003.	<b>Declarations of interest</b> Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	
004.	<b>User update</b> To receive an update on the usage of the Brownlow Hall, Whitegrove Community Centre and the Quelm Allotments.	4
005.	<b>Maintenance and caretaking report</b> To receive a report on the maintenance and upkeep of the councils amenities.	5
006.	<b>Ongoing projects</b> To receive an update on ongoing projects	7
007.	<b>Asset Transfer</b> To receive an update on asset transfer (verbal)	
008.	<b>Policy review</b> To review the Facilities Lettings Policy and make recommendations	9
009.	<b>Items for information</b> 1. to consider items for future agenda 2. current Climate Change Improvement Plan	12
010.	<b>Date of the next meeting</b> The date of the next meeting will be Thursday 5 September 2019	16
011.	<b>Closure of the meeting</b>	

## **1. ELECTION OF THE CHAIRMAN OF THE COMMITTEE**

### **1.0 Purpose of this Report**

1.1 This report covers the process for the appointment of the chairman of the committee.

### **2.0 Election of the Chairman**

2.1 The immediate past chairman of the Facilities Committee shall preside for the first item until a new chairman is elected.

2.2 The chairman will call for nominations for the post of chairman. Members will nominate fellow members for the position. Following the nomination process, the nominees will be put to a vote by show of hands. Members should only vote once. If there is only one nominee, the matter should still be put to the vote.

2.3 To be elected, a member must receive a simple majority of attending members.

2.4 Where two or more members have been nominated and none of those people has received a majority of votes in their favour, the name of the person with the least number of votes shall be struck off the list and a fresh vote taken, this process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

2.4 On election, the new chairman shall take the chair and preside over the meeting.

## **USER UPDATE**

### **1.0 Purpose of this Report**

1.1 This report provides a user update on the Brownlow Hall, Whitegrove Community Centre and Quelm Allotments.

### **2.0 Brownlow Hall**

2.1 Plus Three Nursery have given notice that their tenure will cease at the end of the Summer term 2019. The nursery has been a long time tenant of the Brownlow Hall, but declining numbers of children attending has impacted upon provision.

2.2 The loss of the nursery gives the council the opportunity to reshape the provision offered at the hall and to increase income generation. It is not intended to seek another tenant similar to the nursery, instead the hall will be offered for general hire. Existing users have been given the opportunity to change their existing provision or take new slots and from 1 July we will be offering the slots generally.

2.3 Additional Summer booking provision has been made with bookings for 4 weekdays for Stagecoach Bracknell.

2.3 Brownlow Hall hosted polling stations for the local elections and European Parliamentary elections.

### **3.0 Whitegrove Community Centre**

3.1 Occupancy of the Whitegrove Community Centre remains high, although the Summer term always sees a drop in the usage by the cubs and rainbows and also by Artemis Theatre school.

3.2 Additional Summer booking provision has been made for 15 weekday by Artemis.

3.3 Whitegrove Community Centre hosted polling stations for the local elections and European Parliamentary elections.

### **4.0 Quelm Allotments**

4.1 26 allotment plots have been allocated and let to local residents. Further offers are pending, although these are on hold whilst ongoing works take place.

## **MAINTENANCE & CARETAKING REPORT**

### **1.0 Purpose of this Report**

- 1.1 This report provides a update on maintenance and caretaking at the Brownlow Hall, Whitegrove Community Centre, Frost Folly car park, Memorial Ground play area, Quelm Allotments.

### **2.0 Brownlow Hall**

- 2.1 The Brownlow Hall remains in good condition and routine maintenance work took place during the Easter and half-term breaks and will continue through the summer. This work has seen cleaning and the touching up of painting in communal areas.
- 2.2 As a result of the nursery leaving the Brownlow Hall an opportunity exists to consolidate the use of space currently used for storage. Once cleared the Yellow room will be reviewed to see if this can be easily reintegrated into the hall as a 'wet room' for craft activities. By reviewing the use of storage it may be possible to make the Library room available again for use. Outside, we will review the continued requirement for the metal container.
- 2.3 Contracting cleaning will continue for three days per week to the end of term and will continue through August as required. Contract cleaning provision has been included for the full year in the budget. A review of this requirement will take place over the summer as usage from September 2019 is finalised.
- 2.4 The cyclical maintenance programme will take place through August and September, with checks on the electrical systems, fire protection systems, intruder alarm and fire shutters due.
- 2.5 A carpet cleaner has now been purchased as part of the equipment budget for the year and carpet cleaning throughout the hall will take place over the summer. Initial results from testing at the Parish Office have been successful.

### **3.0 Whitegrove Community Centre**

- 3.1 The Whitegrove Community Centre remains in good condition and routine maintenance work took place during the Easter and half-term breaks and will continue through the summer. This work has seen cleaning and the touching up of painting in communal areas.
- 3.2 Downtime at Whitegrove is limited, so full use is taken during holiday periods to carry out works. For the summer holiday period cyclical maintenance works, similar to Brownlow Hall will take place.
- 3.3 Following the lighting failure in one of the side rooms at Christmas LED lighting was used as a replacement. A test of LED bulbs has taken place in the lobby area of the hall and do deliver an improved user experience, in what is a generally dark, muted space. Costing to replace the existing fluorescent tubes with LED tubes will be undertaken to see if this can be met from existing funds.

#### **4.0 Frost Folly car park**

4.1 Frost Folly car park continues to be monitored regularly. Maintenance of the beds has taken place and we are now awaiting the commencement of the final stage of works associated with the SANG car park, the installation of a new fence along the southern edge of the site (along the bank) and the fixing of new sleepers to mark the boundary of the car park.

4.2 The height barrier at the entrance to the car park was hit recently by a high vehicle damaging the barrier. Work to correct the damage has taken place but the pole element is not fully straight causing issues when the barrier needs to be opened. Further works are planned to see if this can be corrected, but may result in a new pole being required, subject to cost or may necessitate the replacement of the barrier.

#### **5.0 Memorial Ground play area**

5.1 The play area is monitored by both the caretaker and the safety of equipment by ARD. There are no current issues.

#### **4.0 Quelm Allotments**

4.1 An infestation of Horsetail has occurred on the site, located where the woodland used to be. Horsetail is an invasive, deep-rooted weed with a fir tree like appearance. Horsetail is a persistent weed and can be spread through cultivation and weeding. The infestation can be weakened with a weedkiller, usually several treatments.

4.2 We have approached Bracknell Town Council for assistance and they will be carrying out a treatment in w/c 10 June, with a further treatment planned for September with the potential for further work in Spring 2020. Plot holders have been informed that this work is required and will take place on vacant areas of the site affected. Because we are carrying out the treatment on land that is designated for growing plots, we have decided not to let these this growing season to allow the weedkiller to be effective and not harm any new crops.

## **ONGOING PROJECTS**

### **1.0 Whitegrove Community Centre**

- 1.1 Proposals for the installation of the canopy are currently with the planning department for confirmation of the need for a planning application. The contractors are ready to proceed with works as soon as we give the green light.
- 1.2 The installation of the new play area for use by the nursery has been completed. A formal opening will be arranged.

### **2.0 Brownlow Hall**

- 2.1 The replacement of tables will take place over the summer break.

### **3.0 Frost Folly car park**

- 3.1 Harrow Estates will shortly commence the final works to complete the car park area following works at the SANG 2 site. This work will include the installation of a fence along the southern boundary where the bank is located to prevent unauthorised access. The sleepers will be fixed permanently in place to mark the boundary of the car park from the seating/picnic area and the final siting of the picnic benches and bins will be carried out.

### **4.0 Quelm Allotments**

- 4.1 Works to lay the path surfaces with crushed concrete will commence shortly along with the installation of the height barrier. This work is being completed by Bracknell Town Council.
- 4.2 The installation of the water troughs is being carried out by the caretaker. The first trough is currently being installed and checked for height and access, with the three further troughs to be installed following. South East Water will be making the connection of the water in the coming weeks. In the meantime a temporary water bowser is being installed in site and maintained by Bracknell Town Council to provide water for allotment holders.
- 4.3 The next phase of works at the allotment site concerns the installation of the communal storage, which has been previously identified as one building. The council has allocated a budget of £20,000 to complete the final phase of the project.
- 4.4 Recently, the Borough have approached the council and advised that they would consider an alternative to one large building, suggesting that three small storage sheds across the sites could be considered. Options will be considered alongside the existing plan and these will be brought forward and in consultation with plot holders.

- 4.5 Work to plant the hedgerow will take place during the October to March season. A call for volunteers to assist with planting will take place in from August and will look to involve ploholders, the local community, youth organisations and the local school.

## **FACILITIES LETTINGS POLICY**

### **1.0 Purpose of this Report**

- 1.1 This report contains the draft Facilities Letting Policy for consideration by the committee. The final version will be considered by full council for approval at a future meeting.

### **2.0 Background**

- 2.1 This policy is a combination of separate policies for the Brownlow Hall and Whitegrove Community Centre. It is being brought forward at this time as we consider new lettings from September.

### **3.0 The policy**

- 3.1 The policy sets out the basis on which lettings are made and is clear that the facilities are available for the benefit for the community, but also to generate fund for the maintenance and upkeep of the facilities.
- 3.2 The policy sets out the basis on which decisions and the requirement of hirers to comply with regulations and the terms of their letting agreement and the capacity limits of the halls.
- 3.3 The refundable deposit is now explicit that that can be retained for any damage to the hall, but also for any additional cleaning that may be required. The cleaning element has not previously been included, but we have previously had experience that additional cleaning time has been required when carpet cleaning etc. has been required.

### **3.0 Recommendations**

- 3.1 Members are asked to review and comment on the policy and recommend approval to full council.

# Facility Lettings Policy

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## 1.0 Introduction

- 1.1 Warfield Parish Council manages the Brownlow Memorial Hall and Whitegrove Community Centre and makes these facilities available for the benefit of the community and to generate income for their maintenance and upkeep.

## 2.0 Purpose

- 2.1 Warfield Parish Council offers these facilities to local residents and organisations as well as members of the public and organisations based outside of the parish.

## 3.0 Scope

- 3.1 This policy applies to all employees, elected members and hirers and potential hirers of council facilities.

## 4.0 Arrangements

- 4.1 The Parish Council operates a non-discriminatory policy, but does however; reserve the right to refuse, at its absolute discretion, to let facilities particularly where the letting may be to the detriment of the facility, its staff, the local community or contrary to the terms of the leases it holds.
- 4.2 Council facilities are used as local polling stations, so availability and bookings may be subject to short notice change or cancellation.
- 4.3 The management and booking of facilities is the responsibility of the Parish Clerk and their decision will be final.
- 4.4 All users and hirers must comply with Health and Safety regulations and must disclose their requirements and intended activities to the Clerk prior to the event.
- 4.5 All users must comply with the requirements of the Licences in place and Temporary Events Notice if appropriate.
- 4.6 All users will be required to comply with the terms and conditions of hire and must not exceed the maximum capacities stated for each facility.

## 5.0 Fees and charges

- 5.1 The council publishes the hire rates for facilities annually and these are subject to annual review.

- 5.2 The council may, at its discretion, apply a reduced charge for regular hirers or community groups.
- 5.3 Unless arrangements are made to the contrary, all hire fees must be paid ahead of the booking taking place.
- 5.4 The council may choose to apply a refundable hirers deposit. This deposit will be retained if damage is caused to the facilities or additional cleaning is required. Any additional charge is made at the discretion of the Parish Clerk.

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### **CLIMATE CHANGE ACTION PLAN**

#### **1.0 Purpose of this report**

1.1 This report contains the existing Climate Change Action Plan for information.

2.0 Recommendations

2.1 Members may choose to revisit the plan at later meeting of the committee and this will be programmed into a future agenda.

## Warfield Parish Council

### Climate Change Action Plan 2017 – 2019 v2

No.	Objective	Ongoing action and target
1	<b>To support the Bracknell Forest Council Climate Change Action Plan and to promote the Warfield Parish Council Climate Change Action Plan</b>	<p>Warfield Parish Council will support and promote the Bracknell Forest Council Climate Change Action Plan</p> <p>The council will promote schemes supporting the plan through:</p> <ul style="list-style-type: none"> <li>a. Council events</li> <li>b. Articles in 'The Wren' and 'The Word'</li> <li>c. Noticeboards</li> <li>d. leaflets in the Parish Office</li> <li>e. The councils website</li> </ul>
2	<b>Warfield Parish Council will work towards installing energy saving measures in buildings they own and manage</b>	<p>When equipment is replaced the council will look to install:</p> <ul style="list-style-type: none"> <li>a. energy efficient lighting</li> <li>b. energy efficient appliances</li> <li>c. water saving features</li> <li>d. correct insulation</li> </ul> <p>The council will ensure the design of the new community facility is energy efficient.</p> <p>The council will encourage users to turn off lights in areas of buildings not in use.</p>
3	<b>To increase our neighbourhoods current participation in recycling and to develop small scale recycling and re-use schemes</b>	<p>The council will offer a range of recycling opportunities at the Parish Office.</p> <p>The council will encourage local pre-schools, schools and community groups to set-up and participate in recycling and re-use schemes.</p> <p>The council will promote and support home composting and wormeries.</p>
4	<b>Support the delivery of sustainable eco-housing and community buildings in Warfield</b>	<p>The Warfield Neighbourhood Plan will promote sustainable eco-housing and community buildings.</p> <p>The council will engage with developers at every stage of the planning process including pre-application discussions.</p>
5	<b>To raise the awareness of residents on home energy use, devices and potentials savings</b>	<p>The council will promote energy saving to residents including:</p> <ul style="list-style-type: none"> <li>a. through new standards in insulation</li> </ul>

		<p>b. solar panels</p> <p>c. home energy monitors (available for loan from BFC libraries)</p> <p>d. Installation of smart meters</p>
6	<b>To encourage residents to grow their own produce</b>	<p>The council will hold annual vegetable take and grow event.</p> <p>The council will establish allotment sites.</p> <p>The council will look to set up a garden share scheme for those unable to maintain their own gardens.</p>
7	<b>To encourage the use of bicycles and cycling</b>	<p>The council will promote BFC safe cycles routes in the Parish Office.</p> <p>The council will promote and support Bikeability schemes within the parish.</p> <p>The council will promote bicycle security.</p> <p>The council will install cycle racks in relevant public areas across the parish.</p>
8	<b>To encourage the planting of trees, wildflowers and fruit and nut bushes and the creation of environmentally friendly gardens for attracting butterflies, bees and ladybirds.</b>	<p>The council will promote planting to residents.</p> <p>The council will use National Tree Week to promote positive actions</p>
9	<b>To protect and maintain existing native trees in Warfield and promote succession planning</b>	<p>The council will maintain a list of significant native trees in the parish and develop a succession planting regime with BFC and Warfield Environment Group.</p>
10	<b>To promote water conservation</b>	<p>The council will promote the use of water butts</p> <p>The council will promote the use of grey water</p> <p>The council will promote water saving within the home.</p>

11	<b>Ensure that Warfield Parish Council publications and documents are printed on recycled paper or FSC certified paper</b>	The council will use recycled paper or FSC certified paper in the parish Office  The council will aim to reduce paper usage  The council will print documents double sided  The council will recycle waste paper
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**DATE OF THE NEXT MEETING**

The next meeting of the council will be on Thursday 5 September 2019 at 7.45pm